



Date of Application

Permit Number

## EVENT APPLICATION

Please return completed application form and paperwork to:

Community Development Office  
41 City Hall Place  
Plattsburgh, NY 12901  
Phone (518) 536-7458 OR (518) 536-7509  
events@cityofplattsburgh-ny.gov

**All applications must be submitted 45 days in advance for events.**

**Applications submitted late or incomplete may not receive approval and may not be issued a permit**

## EVENT INFORMATION

Applicant's Name: \_\_\_\_\_ Contact # (day of) \_\_\_\_\_

**Location of Event Site** – *A fee may be assessed based on content of the application.*

Please mark all that apply:

- ☐ Plattsburgh City Beach
- ☐ Macdonough Monument Bandshell
- ☐ Trinity Park
- ☐ Plattsburgh City Marina
- ☐ Crete Civic Center
- ☐ Plattsburgh Recreation Facility
- ☐ City Park: Please List \_\_\_\_\_
- ☐ Street Solicitation (*No rain date for street solicitation*)
- ☐ City Hall Building
- ☐ Other Please list: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Type of Event:

- ☐ Festival
- ☐ Tournament
- ☐ Parade
- ☐ Run/Walk-a-thon
- ☐ Bicycle Race/Ride
- ☐ Music Event
- ☐ Sidewalk Sale
- ☐ Marina booking
- ☐ Family Picnic/
- ☐ Demonstration
- ☐ Other \_\_\_\_\_

Actual Event Date(s): \_\_\_\_\_ Time of Event: \_\_\_\_\_

Set- Up Date: \_\_\_\_\_ Start Time \_\_\_\_\_

Tear Down Date: \_\_\_\_\_ End Time \_\_\_\_\_

Rain date: \_\_\_\_\_ Annual Event **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**(No rain date is permitted for Street Solicitations)**

Estimated Attendance: \_\_\_\_\_ Admission Fees: \_\_\_\_\_

Event Details (Please describe the purpose of your event)

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## ORGANIZER/ APPLICANT INFORMATION

Name of Organization \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ email: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Is your group a non-profit/charitable organization? **YES** \_\_\_\_ **NO** \_\_\_\_

If yes, does it have a charitable Donation # \_\_\_\_\_

### ***Social Media Contact Information***

Twitter \_\_\_\_\_ Facebook \_\_\_\_\_

You tube \_\_\_\_\_ Website \_\_\_\_\_

## **SITE PLAN**

Site Plan Attached **YES** \_\_\_\_ **NO** \_\_\_\_

*A Detailed Site Plan must be included with your package. The following, should they be relevant, must be included on your Site Plan.*

- Location of all Tents, temporary or permanent structures
- Fencing, staging, bleachers, stages, inflatables, petting zoos, etc.
- Food/refreshment tent vendors, restrooms, refreshment tents

### **OTHER EVENT DETAILS**

Power Required? **YES** \_\_\_\_ **NO** \_\_\_\_ Specifics: \_\_\_\_\_

Water Required? **YES** \_\_\_\_ **NO** \_\_\_\_

Trailer Stage Required? **YES** \_\_\_\_ **NO** \_\_\_\_ (***Event Organizer responsible for pick up/return of stage***)

Portable Stage Required? **YES** \_\_\_\_ **NO** \_\_\_\_  
**If YES, what dimensions?**

Fireworks **YES** \_\_\_\_ **NO** \_\_\_\_

Sanitation Facilities **YES** \_\_\_\_ **NO** \_\_\_\_ *Port-a-potties to be arranged by organizer. Please mark on site map.*

Food Vendors/BBQ **YES** \_\_\_\_ **NO** \_\_\_\_

Animals (Petting zoo) **YES** \_\_\_\_ **NO** \_\_\_\_ Company Contact information: \_\_\_\_\_

Amusement Rides **YES** \_\_\_\_ **NO** \_\_\_\_ Contact Information: \_\_\_\_\_

## ALCOHOL

Alcohol at event **YES**\_\_ **NO** \_\_ *Attach all requirements of the Municipal Alcohol Policy. Applicant is responsible for obtaining applicable Liquor License. The NYS Liquor Authority rules and regulations are available at [www.sla.ny.gov/](http://www.sla.ny.gov/).*

**I/we have read, understand and will comply with the City of Plattsburgh**

**Municipal Alcohol Policy** \_\_\_\_\_ **SIGNATURE**

## ROAD CLOSURES/ PUBLIC WORKS

Does your event require a road closure? **YES** \_\_ **NO** \_\_

Road: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Road: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Road: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Other: \_\_\_\_\_

**NOTE: Please provide and mark all road closure information in your site plans.**

Barricades/Cones needed (if not a road closure) **YES** \_\_ **NO** \_\_ Location: \_\_\_\_\_

\_\_\_\_\_

Additional Accessible parking **YES** \_\_ **NO** \_\_ Location: \_\_\_\_\_

## PARKING

Parking Location: \_\_\_\_\_

Additional Handicap Parking **YES** \_\_ **NO** \_\_ Location: \_\_\_\_\_

## PARADE/ WALK INFORMATION

Parade/Walk Assembly Area \_\_\_\_\_ Time \_\_\_\_\_

Parade/Walk Dismissal Area \_\_\_\_\_ Time \_\_\_\_\_

Route Map Attached **YES** \_\_\_\_ **NO** \_\_\_\_

Describe the Proposed Event Route of parade \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMERGENCY MANAGEMENT

**All Sections MUST be completed before an event will be approved and an event permit issued.**

Designated Emergency Liaison (Event day): \_\_\_\_\_

Cell Number: \_\_\_\_\_

Alternate Contact person : \_\_\_\_\_ Cell: \_\_\_\_\_

Where will liaison meet Emergency Services in the event of an emergency?

\_\_\_\_\_

## SECURITY

The City Police Department will not provide security for events.

Will your event require security? If so, please describe how you will secure the event venue:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Security Firm: \_\_\_\_\_ Contact #: \_\_\_\_\_

### **FIRST AID**

Who is responsible for first aid at your event? Please identify their location on the site plan.

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### **TRAINING**

What training will you provide to your volunteers/staff/participants regarding emergencies?

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### **EVACUATION**

How will you evacuate the area in the case of an emergency/disaster? Location of exits?  
Evacuation Area

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## **TENTS/VENDORS**

Will you have tents at your event? **YES** \_\_\_\_ **NO** \_\_\_\_

Please list the sizes: \_\_\_\_\_

### **REFRESHMENT VEHICLES REQUIREMENTS**

Use of refreshment vehicles must adhere to the below requirements. Please confirm how you are going to demonstrate compliance to these conditions.

List of Food Vendors Attached **YES** \_\_\_\_ **NO** \_\_\_\_

Please submit the following documents with your Event Application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- ☐ Detailed Site Plan
- ☐ Detailed Route Map (parade or walk)
- ☐ Map of Road Closures
- ☐ NYS Liquor License/Special Occasion Permit
- ☐ List of Refreshment Vehicle owners/ Mobile Food Providers (if applicable)
- ☐ Municipal Alcohol Policy Paperwork
- ☐ Insurance Certificate (City of Plattsburgh listed as additional insured)
- ☐ Application Signed

I/We the Event organizer \_\_\_\_\_, on behalf of \_\_\_\_\_, the party requesting the use of the City of Plattsburgh facility/park noted in the above application do hereby hold and save harmless and agree to indemnify the City of Plattsburgh and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use of the facility/park.

I/We have read and understand the Municipal Event Procedures and I/We will abide by all guidelines therein.

**Applicant's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR INTERNAL USE ONLY**

Permission is GRANTED to the applicant and/or sponsoring organization to use the streets/facilities and or parks as listed in the application for the special event described.

Permit Issue Date: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Insurance Certificate	YES	NO
Permit Fee	YES	NO
Report to Council		
Permit ISSUED		

\_\_\_\_\_